State of Indiana eBenefits Enrollment Election Quick Step Guide

Employee Name: _____ PeopleSoft ID No: _____ Password: _____

To follow are the steps to enter benefits enrollment selections for State of Indiana full-time new hires, rehires, or part-time/intermittent employees becoming full-time employees. It is important to read and follow all benefits enrollment page instructions carefully.

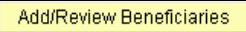|	
1.	Log onto your **PeopleSoft HR** account using the PeopleSoft link: https://hr.gmis.in.gov/psp/hrprd/?cmd=login If you do not have your PeopleSoft **User ID** and Password, please contact the IOT Helpdesk at 234-HELP (4357) or (800) 382-1095.
2.	On the main page, locate the **Enrollment Elections** section, and click the **Enter Elections** `Enter Elections` button.
3.	Review your personal information. If you need to add or update: • your home or mailing address, click the yellow **Change home/mailing addresses** button; • your phone numbers, click the yellow **Change phone numbers** button; • your emergency contacts, click the yellow **Change emergency contacts** button; • your email addresses, click the yellow **Change email addresses** button Click the **Save** `Save` button and the **OK** `OK` button after each change. After all information has been updated, click the **Return to Personal Information** `Return to Personal Information` link to return to the **Personal Information** page. **Note:** If any changes to **marital status, employee information, or ethnic groups** are required, contact your agency human resources department.
4.	Click the **Proceed to Benefits Enrollment** `Proceed to Benefits Enrollment` button.
5.	Click the **Select** `Select` button to make your benefits elections.
6.	Click the **Edit** `Edit` button next to Medical. Select a provider for you and your dependents if eligible to enroll in the Wellborn HMO (Southern Indiana).
7.	Click the **Option** `●` button next to the plan name in which you wish to enroll. If you do not wish to enroll in a plan select the **Waive** option.
8.	Review the dependents listed toward the bottom of the page. Previously enrolled dependents will appear in the list. You know your dependent is enrolled in the plan when the Enroll check box is marked. To add or make changes to dependents, click the **Add/Review Dependents** `Add/Review Dependents` button. To add a dependent, click the **Add a dependent or beneficiary** `Add a dependent or beneficiary` link. To make changes to a dependent, click on their name. After all changes are completed, click the **Save** `Save` button, click the **Return to Enrollment Dependent/Beneficiary Summary** `Return to Enrollment Dependent/Beneficiary Summary` link, and click the **Return to Event Selection** `Return to Event Selection` link. When updating over-age dependents, be sure to check the student checkbox and enter the appropriate As-of date. Not entering a Date of Birth for any dependent may make them ineligible for coverage. If a dependent relationship has changed, contact the Benefits Hotline to make the change; **DO NOT** add duplicate information to correct/change relationship or status.
9.	When finished, click the **Continue** `Continue` button to review your election information. Click the **OK** `OK` button to return to the plan summary page. (Employees selecting an HDHP will have to verify eligibility by reviewing the requirements and selecting the **Yes** or **No** button).

10.	If you selected a High Deductible Health Plan (HDHP), click the **www.HSA.Towerbank.net** www.HSA.Towerbank.net link to complete the Towerbank application. The employer code is 100366. You will need the social security numbers and birthdates of all beneficiaries and authorized signers.
11.	Repeat steps 6 – 9 to select Dental and Vision plans.
12.	Click the **Edit** Edit button next to Medical Spending Account. Click the **Option** button if you wish to enroll.
13.	Enter the amount you wish to contribute into the **Annual Pledge** field. If you need help figuring out how much to contribute, PeopleSoft can help by clicking the **Worksheet** Worksheet link.
14.	When finished, click the **Continue** Continue button to review your election information. Click the **OK** OK button to return to the plan summary page.
15.	Repeat steps 12 – 14 to enroll in the Dependent Spending Account
16.	Click the **Edit** Edit button next to Basic Life. Select the **Option** button to enroll.
17.	Scroll to the bottom of the page to review your beneficiary information. Click the **Add/Review Beneficiaries** Add/Review Beneficiaries button to make any changes.
18.	Review the Primary and Secondary beneficiary allocations. Edit the allocation as desired.
19.	When finished, click the **Continue** Continue button to review your election information. Click the **OK** OK button to return to the plan summary page.
20.	Repeat steps 16 – 19 to enroll in Supplemental Life.
21.	Click the **Edit** Edit button next to Dependent Life. Click the checkboxes ☐ next to each dependent's name to enroll them in the plan.
22.	When finished, click the **Continue** Continue button to review your election information. Click the **OK** OK button to return to the plan summary page.
23.	To submit your elections, click the **Submit** Submit button.
24.	Click the **I Agree** option to accept or **I Disagree** option to decline for the **Non Tobacco Use Agreement**.
25.	Click the Payroll Deduction Authorization checkbox ☐ to authorize your deductions.
26.	Click the **Submit** Submit button.
27.	Click the **OK** OK button.
28.	Click the **Refresh** Refresh button until the **Status** column for the **Self-Service Benefit Statement** and **AS-47 for Self-Service** reports shows **Posted**.
29.	Click the **Self-Service Benefit Statement** Self-Service Benefit Statement link to open the statement, review your elections, and print it for your files.
30.	Click the **AS-47 for Self-Service** AS-47 for Self-Service link to open the AS-47, print it, **sign it, and submit to your agency's payroll department immediately.**
31.	Click the **Continue** Continue button to return to the main Benefits Enrollment page.
32.	Click the **Sign out** Sign out link in the upper-right-hand corner to close your PeopleSoft session.
33.	**End of Procedure.**

Please contact the Benefits Hotline with any additional questions or concerns. Employees outside of the Indianapolis area can call toll free to 1-877-248-0007. Employees within the Indianapolis area can call 317-232-1167.